

**P & P NO.**

7-6

**EFFECTIVE DATE**

July 1, 2010

**SUPERSEDES NO.**

25-7995

October 2008  
Traffic Manual**PREPARED BY**

Business Development Manager

**SUBJECT**

Employee Travel Pass – For Official Business

**APPROVED BY**

General Manager

**I. PURPOSE**

To establish when and how employee travel pass may be authorized, issued and used for official AMHS business.

**II. POLICY**

It is the Alaska Marine Highway's policy to utilize ferry transportation only for official business purposes.

**III. ORGANIZATIONS AFFECTED**

JRCC, All Terminals, All Vessels

**IV. REFERENCES**

P&P 4-1 Ticket Sales & Authorization  
P&P 7-4 Official Business Pass  
Form 7-4A Travel Authorization Request Form  
Reservation Management System Procedure Manual

**V. FORMS**

None

**VI. DEFINITIONS**

Pass: A document that allows the bearer to travel at a reduced rate. Various types exist.

Personal Automobile: An employee's personal automobile is defined as: an automobile used as a daily or personal conveyance by the employee and vehicle length is not to exceed 21 feet or having a registered gross vehicle weight of 7,200 pounds or less. The 7,200 pound vehicle limit approximately equals all current standard vehicles 21 feet or less in length. Any vehicle in excess of 21 feet in length shall be required to have a weight slip prior to acceptance for transport. The automobile must be registered in the employee's name upon arrival in Alaska, must be for the employee's personal use and not intended for resale within a period of one year.

TA: Travel Authorization Form.

**VII. RESPONSIBILITIES**

A. Managers/Supervisors:

1. Ensure completion of 7-4A Travel Authorization (TA) Request Form.
2. Submit requests for staff member travel on AMHS ferries for official business to the General Manager or his designee.

SUBJECT Employee Passes – For Official Business	P & P NO. 7-6	PAGE 2 of 5
--	------------------	----------------

3. Submit copy of travel request to employee's immediate supervisor, if applicable.

4. Contact vessel with employee travel information.

B. Customer Service Manager/Traffic & Reservations:

1. Authorizes employee travel.

2. Completes employee travel reservations.

C. Employee Traveling on Official Business:

1. Requests official travel approval from his/her supervisor, as applicable.

2. Completes a Travel Authorization Form and submits it to his/her supervisor.

3. Introduces himself/herself to the Chief Purser upon boarding the vessel.

D. Chief Purser:

1. Arranges for vessel departments to meet with traveling employee, as applicable and according to their schedules and work needs.

## VIII. PROCEDURE

A. General Guidelines:

1. State of Alaska, GGU, Supervisory Unit, Confidential Union Employees (exempt or partially exempt) are not entitled to FREE travel on the Alaska Marine Highway System.

2. Staff (traveling on the ferry for business purposes) are not to work longer than their regular shift hours while on the ferry (7.5 hrs/day for most employees).

B. Official Business Travel Request and Authorization:

1. Forward (VIA email), the supervisor's request to the Customer Service Manager, Traffic & Reservations:

a. Include the following information:

1) Date of travel; time of travel

2) Vessel

3) Departure port and destination

4) Stateroom request

b. The email should explain what the assigned staff person's purpose is for traveling on the vessel.

<b>SUBJECT</b> Employee Passes – For Official Business	<b>P &amp; P NO.</b> 7-6	<b>PAGE</b> 3 of 5
<div data-bbox="380 201 1490 268"> <ul style="list-style-type: none"> <li>c. Send a copy of the email to the employee’s supervisor to ensure notification of details of travel.</li> </ul> </div> <div data-bbox="285 302 1445 369"> <ul style="list-style-type: none"> <li>2. All staff traveling on AMHS ferries must complete a 7-4A Travel Authorization (TA) Request Form</li> </ul> </div> <div data-bbox="380 403 1289 436"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>a. Complete TA, per standard practice, and submit it for approval.</li> </ul> </li> </ul> </div> <div data-bbox="477 470 1523 571"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>1) Certain managers are required to be on the vessels for business purposes on a routine basis and have been issued “BLUE CARDS” which they may continue to use and DO NOT require TA’s</li> </ul> </li> </ul> </li> </ul> </div> <div data-bbox="380 604 1088 638"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Upon return to the office, submit completed TA.</li> </ul> </li> </ul> </div> <div data-bbox="165 672 698 705"> <p>C. Supervisor Contact with Vessel:</p> </div> <div data-bbox="285 739 1458 772"> <ul style="list-style-type: none"> <li>1. Once travel arrangements have been made the supervisor must contact the vessel.</li> </ul> </div> <div data-bbox="285 806 954 840"> <ul style="list-style-type: none"> <li>2. Provide the Purser the following information:</li> </ul> </div> <div data-bbox="380 873 896 907"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>a. Name of the traveling employee.</li> </ul> </li> </ul> </div> <div data-bbox="380 940 584 974"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Job title.</li> </ul> </li> </ul> </div> <div data-bbox="380 1008 1019 1041"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>c. When they will be boarding and departing.</li> </ul> </li> </ul> </div> <div data-bbox="165 1075 672 1108"> <p>D. AMHS On-Board Procedures:</p> </div> <div data-bbox="285 1142 1510 1209"> <ul style="list-style-type: none"> <li>1. The employee (traveling on a ferry for business purposes) is to introduce themselves to the Chief Purser when boarding the vessel.</li> </ul> </div> <div data-bbox="285 1243 1523 1310"> <ul style="list-style-type: none"> <li>2. The Purser will notify the vessel departments, who can make arrangements to meet with the employee as their schedules and needs dictate.</li> </ul> </div> <div data-bbox="285 1344 1510 1478"> <ul style="list-style-type: none"> <li>3. Understand the responsibilities of crewmembers and observe their interactions with the public. An AMHS employee (traveling on business) must be aware that a crew member’s first responsibility is to the passengers and the vessel. Those crewmembers are:</li> </ul> </div> <div data-bbox="380 1512 639 1545"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>a. Chief Purser</li> </ul> </li> </ul> </div> <div data-bbox="380 1579 662 1612"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Chief Steward</li> </ul> </li> </ul> </div> <div data-bbox="380 1646 672 1680"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>c. Chief Engineer</li> </ul> </li> </ul> </div> <div data-bbox="380 1713 782 1747"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>d. Captain and Chief Mate</li> </ul> </li> </ul> </div> <div data-bbox="285 1780 587 1814"> <ul style="list-style-type: none"> <li>4. Be familiar with:</li> </ul> </div> <div data-bbox="380 1848 821 1881"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>a. General layout of the ferry.</li> </ul> </li> </ul> </div> <div data-bbox="380 1915 760 1948"> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>b. Operation of the ferry:</li> </ul> </li> </ul> </div>		

SUBJECT	P & P NO.	PAGE
Employee Passes – For Official Business	7-6	4 of 5

- 1) Boarding procedures
- 2) Off-Loading procedures
- 3) What you can carry on
- 4) What happens with luggage?
- 5) How are pets handled?
- 6) Safety procedures
- 7) Security screening

c. Services available:

- 1) Meals
- 2) Gift shop
- 3) Showers
- 4) Size of cabins

d. Activities on the ferry:

- 1) Naturalists
- 2) Movies, games, etc.
- 3) Access to decks

E. For business travel in association with annual leave:

1. See the State Administrative Manual “Interruption or Deviation of Travel for Traveler Convenience”.

F. Vehicle Transport:

1. Vehicles are NOT to be paid for by the State unless there is a business purpose.
2. See the State Administrative Manual “Privately Owned Vehicles”.

## IX. ANNUAL REVIEW DATE / LEAD REVIEW

This P&P will be distributed to the Business Development Manager for review on April 1, 2015.

SUBJECT	P & P NO.	PAGE
Employee Passes – For Official Business	7-6	5 of 5